

CITY SAFETY OFFICER

City of Long Beach, CA





LONG BEACH – MANY UNIQUE NEIGHBORHOODS, ONE GREAT CITY

With a population of approximately 470,000, the City of Long Beach is the seventh largest city in the State of California, the second largest city in Los Angeles County and one of the most ethnically diverse cities in the country. The City is supported by industries in education, health and social services, manufacturing, retail trade, and professional services. With this broad spectrum of people in culturally and economically unique neighborhoods, business areas, and entertainment districts, Long Beach is one of the most vibrant communities in the country.

Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational opportunities. The Long Beach Convention Center, the International City Theatre, Aquarium of the Pacific, Queen Mary, the annual Toyota Grand Prix of Long Beach, and a wide variety of restaurants and local shops draw over five million visitors a year.

The Port of Long Beach is the second busiest port in the United States. If combined with the adjacent Port of Los Angeles, the Ports of Long Beach and Los Angeles would be the world's eighth-busiest port complex by container volume. The City also has its own full-service commercial airport which has become a favored travel friendly alternative to other Southern California airports by offering a new passenger concourse and parking structure, preferred flight schedules, carriers, and overall accessibility. In addition, Los Angeles' rail transit system, the Metro Blue Line, has numerous stops within the City and throughout the region.

The future looks bright in Long Beach and the City is alive with activity – growing, improving, and proudly advancing into the future. With its ideal location in Southern California and on the Pacific Rim, year-round comfortable climate, healthy business environment and far ranging cultural pursuits, Long Beach is being rediscovered by investors, developers, and new businesses in increasing numbers.

For more information about the City of Long Beach, please visit their website at www.longbeach.gov.

THE DEPARTMENT OF HUMAN RESOURCES

Risk Management is a bureau of the Human Resources Department. The Human Resources Department provides a wide array of services which include: employment classification, compensation, staff development, records management, integrated payroll/personnel systems, employee benefits, equal employment opportunity (EEO), Americans with Disabilities (ADA), employee relations, recruitment and selection, development and training of City personnel, administration of citywide personnel policies and procedures and the City's grievance/conflict resolution for all classified employees. Risk Management, which includes safety and loss prevention services for all City departments, is a bureau of Human Resources. The Department's budget for fiscal year 2015-16 is \$5.5 million. The Director of Human Resources reports to the City Manager. The Department of Human Resources is organized under three primary bureaus, Labor Relations, Personnel Operations and Risk Management, as well as three divisions Safety, EEO/Employee Training and Employee Benefits.

The Bureau Managers report directly to the Director of Human Resources.

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THE POSITION

The City of Long Beach is seeking a new Safety Officer. This position will report to the Risk Manager and is an at-will position appointed by the City Manager. The person selected to be City Safety Officer will be responsible for administering the City's overall safety program which includes, but is not limited to effectively promoting a culture of safety to all City employees. The Safety Officer will recommend realistic plans toward reducing work-related injuries and property loss to management. He/She will possess an in-depth understanding of Cal-OSHA and emergency preparedness and know how to apply them in a local government setting.

Examples of Important and Essential Responsibilities

- Implements and monitors Citywide Injury and Illness Prevention Program (IIPP) and all City safety policies.
- Provides support to department Safety Officers in the administration of City-wide safety programs
- Provides guidance and support in City-wide safety training programs.
- Collects, analyzes, and reviews City-wide safety related reports and provides recommendations to management.
- Coordinates and acts as an advisor to the Executive Safety Committee, which consists of the City Manager and Department Heads.
- Maintains an up-to-date advisory program to management and the departmental Safety Committees regarding all related federal and state legislation that may affect the City.
- Serves as the City's primary liaison with Cal-OSHA and other safety related regulatory agencies.
- Promotes and markets Safety practices throughout the City, to all employees.
- Serves as the Risk Manager in his absence.
- Acts as a member of the City's Threat Management Team and maintains all documentation of workplace violence.
- Acts as the Designated Employer Representative and coordinates the City's Department of Transportation random drug testing program.

THE IDEAL CANDIDATE

The City Safety Officer will be a problem solver and outside-the-box thinker who collaborates well with others, is inclusive, and who delegates responsibilities to his/her staff for time management as well as professional development purposes. Because this position interacts with departments throughout the organizations, the City Safety Officer must be an excellent communicator who sets clear expectations and follows through. This individual should also be flexible and able to adapt well in a fast-paced and fluid work environment.

To ensure successful outcomes, the City Safety officer will be a seasoned local government safety professional who has extensive knowledge of safety requirements and programs in a large, multi-function public agency. He/She will understand and express a strong customer service orientation, possess effective management and supervision styles, and be comfortable acting as a spokesperson for the City as its Safety Officer. The ideal candidate will also have the ability to foster cooperation and collaboration among the City Safety Office and the various departments throughout the City in carrying out the City-wide safety programs and policies.

EDUCATION AND EXPERIENCE

- Graduation from an accredited college or university with a Bachelor's Degree in Industrial Safety Occupational or Environmental Health, Business Administration, or a related field. Possession of a CSP designation or a Master's Degree is highly desirable.
- A minimum of 7 years of progressively responsible experience in developing or administering safety programs, including a minimum of 3 years of managerial experience.

- Knowledge of the laws and regulations related to Occupational Safety, including in-depth knowledge and experience in administering Cal-OSHA for a local government agency in California.
- Working knowledge of the principals, practices and methods of safety and safety training in the State of California and the prevention of employee injury/illness.
- Possession of a valid California driver license and the ability to travel or drive to various sites and locations.

COMPENSATION AND BENEFITS

Salary: The mid-point for this position is \$110,000. New hires are typically offered the mid-point salary, depending on knowledge, skills, abilities, education and experience.

Deferred Compensation: Available through ICMA Retirement Corporation.

Retirement: California Employees' Retirement System (CalPERS) retirement with benefit for classic employee at 2.5% at 55 (2% at 62 for new members as defined by PEPR). Coordinated with Social Security — employee pays employee portion.

Vacation: Twelve days after 1 year of service; 15 days after 4 years, 6 months; 20 days after 19 years, 6 months of service.

Sick Leave: One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.

Holidays: Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.

Executive Leave: Five days per year.

Auto Allowance: \$350 per month.

Health & Dental Insurance: Competitive plans available for employees and dependents. The city pays a major portion of the premium for employee and dependents depending on the health/dental plan selected.

Insurance: Generous city-paid life insurance and short-term and long-term disability insurance.

HOW TO APPLY

Apply on-line by Monday, **June 15, 2015** at www.alliancerc.com. If you have any questions, please contact:

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